

CITY OF MENASHA
Position Description

Position Title: Superintendent of Parks, Forestry and Cemeteries
Department: Parks, Recreation, Forestry & Cemeteries
Status: Exempt
Position Reports To: Director of Parks, Recreation, Forestry & Cemeteries
Date of Description: 02/2009

SUMMARY

Responsible for the administration and direction of all parks, forestry and cemetery personnel engaged in maintenance and repair of city parks and equipment, playgrounds, swimming pool, shelter buildings, athletic fields, trails and specific greenspaces. Oversees a tree planting and care program and administers a cemetery operation. As time and need dictate, incumbent will represent the department in the absence of the Director of Parks and Recreation and perform supervisory duties in the absence of the Superintendent of Public Works and Assistant Superintendent of Public Works.

ESSENTIAL FUNCTIONS to include the following:

- Establishes and maintains work schedules and projects for daily and longer periods.
- Monitors and evaluates work of subordinates to ensure satisfactory completion.
- Administers the provisions of labor contracts and responds to grievances.
- Responsible for managing a healthy urban forest and overseeing a street tree inventory database.
- Manages cemetery software database and coordinates payment process.
- Makes decisions for daily expenditures for park equipment, vehicles and buildings.
- Prepares contracts for tree trimming, deadwood removal, tree removal and facility repairs.
- Assists in preparation of the annual department budget with the Director of Parks and Recreation.
- Assists in developing a comprehensive park master plan and capital improvement plan.
- Responds to public record requests consistent with State statutes and City records retention policy.
- Reports for work as scheduled and responds to calls beyond the normal workday.
- Oversees continual safety and skill enhancement training programs.
- Communicates routinely with the general public and employees.
- Responsible for employee's knowledge of work site safety and compliance with federal and state regulations.

POSITION REQUIREMENTS/QUALIFICATIONS

- Requires a minimum of four years parks or grounds maintenance and supervisory experience.
- Requires a minimum two year Associates or Technical degree (Bachelor's degree preferred) in parks management, forestry, horticulture, landscaping or related field. Equivalent combinations of training and experience may be considered.
- Proven ability to effectively to plan, lead and supervise the work of others.
- Proven knowledge of park, forestry and cemetery maintenance techniques and operations.

- Proven knowledge of materials and equipment used in parks maintenance.
- Proven ability to effectively determine priorities and to plan and schedule work activities.
- Proven ability to effectively determine and recommend appropriate budgets and to control costs.
- Proven ability to effectively communicate orally and in writing with the public and other employees.
- Proven ability to effectively problem solve.
- Proven knowledge of common arboriculture and turf management practices.
- Proven knowledge of plant materials and common landscape principals.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Wisconsin Driver's License, with a good driving record. A valid Wisconsin Class B, C and D Commercial Driver's License with a good driving record which meets legal and medical requirements desirable, but not required.
- Aquatic Facilities Operator certification or obtain within six months of employment.
- Certified Playground Safety Inspector certification or obtain within six months of employment.
- Supplemental course work or training in arboriculture, horticulture, leadership, budgeting, computer/database use, landscaping or pesticide use desirable.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Must be able to lift and/or carry up to 50 pounds on an occasional basis.
- Availability and ability to work outside normal work hours with minimal notice.
- Ability to work in varied environmental conditions.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.